

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

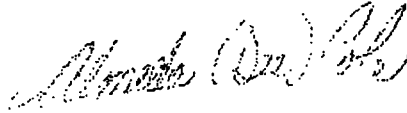
Notice FC-187

2024-A

For: State and County Offices

**PC-PRCH and Digital Signature Requirements**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A  
Background**

Recently, PC-PRCH and Digital Signature training was held for selected State Office employees. They were trained to process Program Loan Cost Expense payments and transmit the invoices using an electronically secure method provided by digital signature software.

**B  
Purpose**

This notice requires SED's to ensure that employees with Digital Signature Certificates (digital signer):

- have the necessary computer hardware required to perform PC-PRCH and digital signature functions
- have delegated authority to perform the functions required in PC-PRCH and digitally signed transmissions
- have all invoices (FmHA 838-B's) for the State digitally signed and electronically transmitted to NFC beginning July 1, 1998.

**C  
Contacts**

If questions regarding:

- procedural requirements, contact Cathy Quayle, LMD at 202-690-4018
- software installation and system software or processing requirements, contact Greg Thebeau, Loan Accounting Division, St. Louis at 314-539-6944.

**Disposal Date**

April 1, 1999

**Distribution**

State Offices; State Offices relay to County Offices

5-6-98

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## Notice FC-187

### 2 State Office Action

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#### A

##### SED Action

SED's shall do the following.

- Direct AC to ensure that the digital signer has:
    - the necessary hardware to load NFC's Entrust/SAGUS Defensor software
  - Note:** These requirements are in the User Guide for Digital Signature Encryption Logon and FTP Transfer Process for PC-PRCH. Hardware and software configuration requirements are listed in the User Guide on page 3.
  - access to a laser printer.
  - Review the PC-PRCH Access Levels to determine who will be delegated which level of authority.
    - Access Levels 4 and 5 basically allow the user to add, edit, browse, print, and perform general system maintenance and create the transmit file.
    - Access Levels 6 and 7 basically allow the user to assign ID's, view, print, approve, disapprove, transmit, and delete FmHA 838-B originals and modifications for Type 60 transmissions.
  - Delegate authority for digital signers to have Access Level 6, Access Level 7, or Access Levels 6 and 7.
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#### B

##### Digital Signers Action

Digital Signature is a new technological process of electronically transmitting invoices to NFC over the Internet. This does not affect any previously existing procedural requirement for proper completion and signing authority of Type 60 purchase orders or invoices. See existing procedures for questions concerning:

- signing authority of contracts
  - Type 60 purchase orders
  - FmHA 838-B.
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